



THE CITY OF SAN DIEGO

MULTI-FAMILY CHECK LIST

HOW TO PREPARE FOR INSPECTION



A Code Compliance Officer will be visiting your property to see if you are in compliance with the City of San Diego's Recycling Ordinance (CRO). Upon inspecting the property and finding it is not in compliance with the CRO requirements, Code Compliance Officer will send a notice of violation to all responsible parties describing what needs to be done along with an inspection date. For more information on the CRO requirements visit www.sandiego.gov/environmental-services/recycling/ro/index.shtml

It is recommended that you contact the Code Compliance Officer to schedule a time to meet on inspection day and/or to request technical support (walk property with code officer) prior to the inspection visit. The Code Compliance Officer's contact information will be on the letter you receive. Lack of compliance with the CRO requirements may result in fines and inspection fees. Below is a checklist to help assist you in complying with the CRO.

CONTAINERS:

- ☐ **Convenient Location and Adequate Number of Recycling Containers/Dumpsters.**
 - Place recycling containers/dumpsters next to or in the vicinity of **each** current solid waste container or disposal area. Recycling containers/dumpsters must be of equivalent volume capacity to the solid waste containers. Exceptions to be approved on a case by case basis by the City.
 - The minimum required ratio of recycling capacity to trash capacity is 40% recycling to 60% trash for properties with 50 units or more, and 30% recycling to 70% trash for properties with less than 50 units. Please contact your waste hauler for containers/dumpsters or see attached container vendor list. The City does not provide containers/dumpsters.
 - Place recycling containers in staff work rooms & break rooms. These recycling containers must be located in the vicinity of the solid waste containers, and be of equivalent capacity to the solid waste containers.



Please Note: Six to seven 95 gallon totes are equivalent to a three cubic yard dumpster. Since services of totes are more expensive than services of dumpster, if possible, convert totes to dumpsters and save on your waste hauler bill.

- ☐ **Containers:** All containers/dumpsters should be equipped with close fitting lids and be leak-proof and rodent- proof (some exceptions apply). Per Municipal Code 66.0126 all containers should be closed at all times.



Helpful Hints:

- Optimize your recycling services by making it more convenient to your residents to capture more recyclables by placing recycling containers in common areas (pool, laundry room, fitness room, lobby, club house, breakfast area, near vending machines, etc.)
- Collect all recyclables in a commingled recycling container/dumpster. There is no need to separate materials



SIGNAGE:

Each recycling container/dumpster, enclosure and chute should be clearly labeled.

- ☐ **Container/Dumpster Identification.** All recycling containers/dumpsters must have proper signage. The container/dumpster signage must state it's a recycling container/dumpster and what materials must recycled. Signage with pictures of materials that can be recycled is in general more effective, especially for locations with non-English speaking residents. The haulers should provide proper signage on the containers/dumpsters.

Please Note: If your containers/dumpsters are sideways, in a tight space, or in individual enclosures, make sure they add stickers on the sides of dumpsters. This will help identify the location of the correct container/dumpster and avoid contamination.



- ☐ **Enclosure Identification:** All enclosures with a recycling container/dumpster must display a sign on the outside stating that there is a recycling container/ dumpster inside, and what items must be recycled.



CHUTES:

- ☐ If possible, designate one of the chutes for recycling, and place the mandatory recycling container/dumpster sign on the chute door or above it, and on the chute room door where applicable.
- ☐ If it is not possible to designate a chute for recycling, place recycling container(s) next to or as close to trash chute as possible.

Helpful Hints:



- Laminate signs or place them in plastic sleeve to avoid weather damage
- Make permanent signs (on metal or acrylic, for example)
- Ask your hauler for additional stickers
- Place signs on enclosure doors and chute room and/or doors indicating if there is a trash only or recycling only containers/dumpster ("TRASH ONLY/RECYCLING ONLY" or "NO TRASH/NO RECYCLING")
- Add a "NO RECYCLE" sign with the list of materials that must be recycled and location of the nearest recycling container/dumpster if it is just a trash enclosure or trash chute, to assist residents and optimize your recycling program
- Look/use/adapt the City's CRO sample container/dumpster/enclosure/chute signage, and also signage stating scavenging is prohibited. They can be placed on or above containers/dumpsters/chutes/ and enclosures/doors. (Do not block recycling universal symbol). They can be downloaded from our website: www.sandiego.gov/environmentalservices/recycling/ro/pdf/containersign.pdf and www.sandiego.gov/environmental-services/recycling/ro/pdf/recyclingposter.pdf



***Please see attached** a list of sign companies that can create permanent signs and/or stickers, either by using the City sample signs or by creating specific signs for your complex.

EDUCATION:

Property managers and/or owners are responsible for educating residents/staff about the recycling program and how to participate in it. Failure to do so could result in fines. To assist with residents/tenants/staff outreach, the City has created several flyers and sample letters, in English and Spanish. You may modify them or create your own outreach material. They can be downloaded from our website at www.sandiego.gov/environmental-services/recycling/ro/toolkit/index.shtml. You can also request a free recycling presentation from City staff to residents/staff by contacting the City at 858-694-7000.

Property managers/owners are required to:

- ☐ send written notice to every resident/staff/new resident/staff informing them about the CRO and:
 - the location of recycling containers/dumpsters/chutes in the complex;
 - materials that must be recycled;
 - advising occupants/tenants/staff that they have a responsibility to recycle pursuant to the City's Recycling Ordinance.
- ☐ notify all residents/staff of any change in recycling service to the facility;
- ☐ display written notice to staff and signage/flyer in common staff areas if there is an office on the property (administration, leasing);
- ☐ display the written notice described above at the check-in desk of residential hotels. Another notice must be either given to each guest or placed permanently in each room.



Helpful Hints:

- Create a map of the complex showing location of recycling containers and print it on the back of the written notices
- Post flyers and written notices on bulletin boards, by mail boxes, in laundry facilities, elevators, etc. The information can also be emailed to residents/staff and printed on newsletters
- Ask your franchise hauler to provide you with education outreach materials. Franchised haulers are required to provide recycling education outreach to residents twice a year.
- Use the City's already created signs, flyers and blurbs for newsletter in your outreach material. You can download them from www.sandiego.gov/environmental-services/recycling/ro/toolkit/index.shtml



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Reminders for City of San Diego Recycling Ordinance (CRO) Inspections



- ❖ **Did you call the Code Compliance Officer to schedule a time to meet on inspection day?**
- ❖ **Need more time?** Call your Code Compliance Officer at least one day in advance to ask for an extension. **Failure to contact the assigned Code Compliance Officer before scheduled re-inspection day may result in an Administration Warning and/or Administration Citation fine with inspection fees.**

Your officer is highlighted : (also noted on your notice letter)

Code Compliance Officer
Michelle Young
City of San Diego Environmental Services
Department CRO Enforcement Officer
Phone number 858-573-1245
Fax number 858-492-5089
myoung@saniego.gov

Code Compliance Officer
Michael Marquez
City of San Diego Environmental Services
Department CRO Enforcement Officer
Phone number 858-627-3328
Fax number 858-492-5089
mmarquez@saniego.gov

ON INSPECTION DAY:

Code Compliance Officer will need:

- ☐ Copies of all education materials (flyers, letters, signage, newsletters, etc) given to tenants/guests.
- ☐ Map of property (if applicable).
- ☐ Copy of hauler contract or service agreement.
- ☐ Tour of property. Need to see all signage, containers, and education materials displayed.
- ☐ Photos may be taken and more information may be requested.

Compliance with the City Recycling Ordinance (CRO) is solely determined by the Environmental Services Director or designee (Code Compliance Officer or Recycling Specialist)

Suggestion: Create a binder or folder with all material mentioned above. Examples: move-in application with written notice, lease language addressing recycling requirements (recommended), flyers displayed, map of recycling/trash containers/dumpsters/chutes location (recommended) hauler's number, address, times of pickups, number of containers/dumpsters/chutes, etc. This makes the next inspection easy and accessible for staff and helps to keep you organized.

For more information visit the City of San Diego Environmental Services Department website at www.sandiego.gov/environmental-services/ or call customer services at 858-694-7000